

Post Specification

Post Specification - Key Information

- **Post Title: Policy and Procedures Officer**
- **Date: April 2024**
- **Post Group Number: 5848**
- **Job Family: Organisational Support**
- **Job Family Role Profile: OS11**
- **Final Grade: Grade 11**

To be read in conjunction with the job family role profile.

Service Area Description

Highways Service

Purpose of this Post

To be a member of a team supporting the Asset Manager in developing policies and procedures pertinent to the operation of Highways and Transport services.

To manage the online workspaces and document libraries used by the Highways service for transmitting technical, specification and policy information to staff.

Key Job Specific Accountabilities

- To provide advice and guidance to colleagues in respect of policy and procedures.
- Planning and organising tasks and projects to ensure they are completed within specified timeframes as required.
- Providing advice to Highways staff on the interpretation and application of relevant policies, regulations, and legislation.
- Determining compliance with Council policies and regulatory frameworks and ensuring their application.
- Drafting of and reviewing operational and quality management procedures and checklists.
- Attend meetings and present reports. Representing the Council's and Directorate's best interests at all times by ensuring effective communications within the Council, with external organisations and the general public.
- Take part in effective liaison with internal and external stakeholders as part of the delivery of projects and/or the relevant service.
- Work within relevant professional practice/standards/guidance as defined by a framework of Council best practice and procedures, as well as legislative guidelines.
- To undertake audit evaluations of scheme and projects prepared within and on behalf of the Highways and Transportation service to confirm compliance with business and quality standards.
- Develop, monitor and update policies and procedures for Highways and Transport service project contracts.
- Carry out project and programme management in respect of works under the responsibility of the post-holder's team.
- Contribute to the identification of system and service improvements.
- To maintain personal and professional development to meet the changing needs of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- Carry out other tasks commensurate with the grade as required by the Asset Manager.

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities:** Finance – Contribute to the planning, and monitoring of finance and budgets.
- **Staff Management Responsibilities:** Contributing to effective team working and providing assistance to on-the-job training of colleagues as well as giving technical guidance, support and training to team members and colleagues.
- Assist in allocating and checking work of colleagues in the relevant work area.
- **Other:**

Essential Criteria

- **Qualifications:**
A relevant degree or NVQ Level 5 in appropriate discipline or equivalent.
- **Knowledge:**
Thorough knowledge of application of standards, specifications, systems, guidelines, regulations, policies, and legislation appropriate to relevant work areas or service.
Performance management.
Contract / Partnership management.
Project, programme, and risk management.
Political Awareness and sensitivity.
- **Experience:**
Experience in dealing service providers.
Financial management experience and working with financial management systems.
Considerable experience of policy development and working in the relevant service area and of the business and the context in which it operates.
- **Expertise:**
Can demonstrate expertise in own relevant professional field.
Evidence of continuing personal and professional development.
Can provide evidence of efforts made to keep up to date with changes in the industry sector and local government.
Able to develop and maintain effective working relationships at all internal levels and externally with partners and others.
Direct staff and work as an effective team member.
Able to work under pressure and achieve deadlines.
Able to work innovatively to develop more effective service delivery.
Project, programme, and risk management skills.
Able to travel extensively throughout Cumbria.
Proven skills/experience in using ICT to organise and store relevant information/documents for a service.
- **Desirable:**
Proven organisational skills.
Good presentation skills.
Ability to influence and negotiate.
Financial management experience and working with financial management systems.

Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:** Minimum exposure.
- **Physical Demands:** Normal effort required.
- **Working Conditions:** No additional demands.

